TITLE: **Formatting Business Documents**

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#	Standard	Text Correlation	Correlation Narrative
	Keyboarding (Secondary) 6151		
37	*Boot, access, reboot, and shut down an operating system and start and exit software programs.*	Projects 1-17, pp. 1-69	Students are required to launch, exit and reboot if necessary a word processing program
39	*Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, audio/voice input, voice recognition).*	Projects 1-17, pp. 1-69	Students input data from lessons using a keyboard and a mouse.
40	*Key alphabetic, numeric, and symbol information, using a touch system and correct techniques.*	Projects 1-17, pp. 1-69	Students use proper keyboarding technique to efficiently create documents as assigned
41	*Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse, and function keys.*	Projects 1-17, pp. 1-69	Students input and edit data. Using word processing software students use menu and tool bars to manipulate data.
42	*Use file external storage device (i.e., Universal Serial Bus [USB], and online (e.g., Google Docs, Web pages, e-mail) management techniques, such as copy, clear cache, move, store, rename, retrieve, save, delete, and create/manipulate directories.*	Projects 1-17, pp. 1-69	Students create documents, edit them and save them in a student folder as instructed.
43	*Improve keyboarding techniques*	Projects 1-17, pp. 1-69	Students improve keyboarding techniques through practice.
44	*Increase keyboarding speed and accuracy*	Projects 1-17, pp. 1-69	Students improve keyboarding speed and accuracy through practice.
47	*Key and format letters, memos, e-mails, reports, outlines, columns, and tables.*	Projects 1-17, pp. 1-69	Students follow step-by-step instructions to create various business documents such as: memo, block and modified block style letters, business envelope, letterhead, news release, resume, cover letter, outline, MLA style report, works cited page, agenda, e-mail, table of contents and meeting minutes.
48	*Edit copy.*	Projects 1-17, pp. 1-69	Students proofread and edit documents
49	*Key, format, and merges addresses on labels and envelopes*	Project 5	Students format business envelope
50	*Produce documents incorporating graphic elements, including tables and graphs.*	Project 6	Students incorporate graphic images into a document.
51	*Obtain assistance for preparing documents from electronic and hard-copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search.*	Projects 1-17, pp. 1-69	Students use spell check, grammar check and help screens for project completion.
54	*Develop or update a resume and an electronic resume*	Project 8	Students format a resume.
56	*Create an electronic and/or hard-copy portfolio containing representative samples of student work*	Projects 1-17, pp. 1-69	Students keep a folder of their work throughout the completion of the projects.

#	Standard	Text Correlation	Correlation Narrative
	Keyboarding Applications 6153		
38	*Boot, access, reboot, and shut down an operating system and start and exit software programs.*	Projects 1-17, pp. 1-69	Students are required to launch, exit and reboot if necessary a word processing program
40	*Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, audio/voice input, voice recognition).*	Projects 1-17, pp. 1-69	Students input data from lessons using a keyboard and a mouse.
41	*Key alphabetic, numeric, and symbol information, using a touch system and correct techniques.*	Projects 1-17, pp. 1-69	Students use proper keyboarding technique to efficiently create documents as assigned
41	*Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse, and function keys.*	Projects 1-17, pp. 1-69	Students input and edit data. Using word processing software students use menu and tool bars to manipulate data.
43	*Use file external storage device (i.e., Universal Serial Bus [USB], and online (e.g., Google Docs, Web pages, e-mail) management techniques, such as copy, clear cache, move, store, rename, retrieve, save, delete, and create/manipulate directories.*	Projects 1-17, pp. 1-69	Students create documents, edit them and save them in a student folder as instructed.
44	*Improve keyboarding techniques*	Projects 1-17, pp. 1-69	Students improve keyboarding techniques through practice.
48	*Key and format letters, memos, e-mails, reports, outlines, columns, and tables.*	Projects 1-17, pp. 1-69	Students follow step-by-step instructions to create various business documents such as: memo, block and modified block style letters, business envelope, letterhead, news release, resume, cover letter, outline, MLA style report, works cited page, agenda, e-mail, table of contents and meeting minutes.
49	*Edit copy.*	Projects 1-17, pp. 1-69	Students proofread and edit documents
50	*Key, format, and merges addresses on labels and envelopes*	Project 5	Students format business envelope
51	*Produce documents incorporating graphic elements, including tables and graphs.*	Project 6	Students incorporate graphic images into a document.
52	*Obtain assistance for preparing documents from electronic and hard-copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search.*	Projects 1-17, pp. 1-69	Students use spell check, grammar check and help screens for project completion.
60	*Develop or update a resume and an electronic resume*	Project 8	Students format a resume.
62	*Create an electronic and/or hard-copy portfolio containing representative samples of student work*	Projects 1-17, pp. 1-69	Students keep a folder of their work throughout the completion of the projects.